

## Job Description

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*This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees are required to follow other job-related instructions and to perform any other job-related duties as requested by their supervisor. Reasonable accommodation may be made to enable individuals with disabilities to perform the job functions described herein.*

**Job Title:** **Mechanic**

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**Department:** Vehicle Maintenance

**Pay Grade:** 106

**FLSA Status:** Non-Exempt

### **JOB SUMMARY**

Under general supervision, performs semi-skilled duties in the installations, maintenance, and repair of gasoline and diesel engines, vehicles, mechanical equipment, and fixtures. Work involves assisting in the preventive maintenance and repair of District machinery, vehicles, and equipment; and performing routine maintenance work orders and corrective work orders.

### **ESSENTIAL JOB FUNCTIONS**

- Performs preventive maintenance and repair on vehicles, motors, small engines, and equipment.
- Reconditions and repairs paint and body damage to vehicles and equipment.
- Diagnoses vehicle, small engines, and equipment problems; fixes problems such as repairing electrical wiring and auto air-conditioning systems; tests drives vehicles; performs road service for vehicles and equipment.
- Services and repairs portable and stationary generators.
- Assists with fabrication of parts and/or materials.
- Upgrades equipment as necessary.
- Fabricates metal parts and material; welds, cuts, and grinds.
- Documents maintenance and repair orders.
- Receives and/or reviews various records and reports such as preventive maintenance work orders, corrective work orders, verbal work orders, signed pre-trip forms, technical manuals, and blueprints.
- Prepares and/or processes various records and reports such as preventive maintenance work orders and corrective maintenance orders.
- Refers to preventive maintenance work orders, corrective work orders, technical manuals, motor manuals, scan tools, computer data, blueprints, policy and procedure manuals, codes, laws, regulations, publications, and reference texts, etc.
- Operates a variety of vehicles, equipment, machinery, tools, and software.
- Interacts and communicates with various groups, individuals, and members of the general public.
- Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

**Education and Experience:**

- High School diploma;
- One (1) year of related mechanical maintenance experience or maintenance of motorized equipment; or
- Equivalent education, training, and/or experience.

**Licenses or Certifications:**

- Valid South Carolina driver's license.
- Must able Class "A" Commercial Driver's License within six (6) months of hire.

**Special Qualifications:**

- Able to use or learn to use a variety of vehicles, equipment, and machinery such as service trucks, tire changers, welding machines, HVAC, supply and exhaust fans, water heaters, incubators, electrical equipment, pneumatic tools, scan tools, heavy duty jacks, jack stands, computers, etc.; a variety of tools such as volt meter, amp probe, air-conditioning refrigerant gauges, drill hand tools, screwdrivers, pliers, ladders, calibration tools, etc.; a variety of supplies such as light bulbs, ballast kits, Freon, breakers and fuses, outlets and switches, metal brake parts cleaner, carburetor and choke cleaner, penetrating oils, battery terminal cleaner, degreaser, general office supplies, etc.; and a variety of computer software such as OTC, Innova, NEXIQ, etc.

**Knowledge, Skills and Abilities:**

- Knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position.
- Knowledge of methods, practices, and procedures in repairing, overhauling, and maintaining gasoline-and diesel-powered automobiles and trucks.
- Knowledge of the materials and parts used for the repair of automotive equipment, heavy equipment, small engines, and equipment.
- Knowledge of the principles of electrical and mechanical maintenance equipment applicable to systems.
- Knowledge of the principles of the operation of pumps, motors, and related equipment.
- Knowledge of the common practices, tools, methods, and techniques used in the electrical and mechanical maintenance.
- Knowledge of the occupational hazards and proper safety precautions of the work.
- Skill in the use of machine and hand tools.
- Skill in operating vehicles, heavy equipment, and machinery used in mechanical and landscape maintenance.
- Ability to understand and follow oral and written instructions.
- Ability to read and interpret relatively complex materials pertaining to the responsibilities of the job.
- Ability to detect and repair malfunctions in mechanical and electrical equipment.
- Ability to plan work details and carry out work assignments.
- Ability to prepare and maintain basic records.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

**PHYSICAL DEMANDS**

The work is heavy work. This requires exerting up to 100 pounds of force occasionally; and/or up to 50 pounds of force frequently; and/ or up to 20 pounds of force constantly to

move objects. Additionally, the following physical abilities are required: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

**WORK ENVIRONMENT**

Works inside in a non-environmentally controlled space; exposure to odors and fumes.

*The North Charleston Sewer District has the right to revise this job description at any time and it does not represent in any way a contract of employment. My signature below indicates that I have received and reviewed the above description. I am able to perform the essential functions of my position with or without reasonable accommodation.*

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Employee Signature

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Date

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Supervisor (or HR) Signature

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Date